

## UW Bothell Shared Services

# UW EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT CLAIM FORM

This form is for UW employees and UW student employees for claiming travel reimbursement. All travel expenses listed below must be incurred on behalf of UW business purposes. By completing this form, the traveler verifies that no expenses listed below were already reimbursed by UW or paid by a outside entity. The traveler will provide proper documentation, such as receipts and department approvals, for expenses listed below. Complete form below for items you're seeking reimbursement with full dollar amount.

Traveler Information																	
<b>Traveler:</b> UW Employee or UW Student Employee	Traveler Type: <b>UW Employee</b> <b>UW Student Employee</b>			UW NetID _____													
	Name _____						Date Submitted _____										
	Home (City/State) _____						UW Box# _____										
	<b>EU GDPR Requirement:</b> Was the traveler/payee physically in the EU at the time this information was provided? No, EU GDPR does not apply.                      Yes, <a href="#">EU GDPR Privacy Notice</a> has been provided by the Point Person.																
Trip Information																	
<b>Event, Conference or Meeting</b>	Name _____						Travel Start Date and Time _____										
	Location _____						Travel End Date and Time _____										
<i>Travel Approval Not Required                      Signed Travel Approval Attached                      Conference Docs Attached</i>																	
<b>Personal Time</b>	No	Yes	Location		Start Date/Time		End Date/Time										
			Location		Start Date/Time		End Date/Time										
~ ENTER ONLY EXPENSES REQUESTED FOR PERSONAL REIMBURSEMENT ~											AMOUNT						
<b>Professional Fees</b>	Registration			Membership			<i>Receipt(s) attached (required)</i>										
	<i>Itinerary/Receipts attached                      Comparison Airfare attached (required if personal time included)                      Paid by CTA</i>																
<b>Airfare</b>	Date: _____		Cost: _____		Date: _____		Cost: _____										
<b>Baggage Fees</b>  (car rental, tolls, gas, parking, taxi, bus,...)	Date	Type	Cost	Receipt and Map attached?	UW Business Purpose												
<b>Privately Owned Vehicle Mileage</b>	Total Miles Driven: _____			<i>Map(s) attached (required):</i>				Mileage Rate 2021: <input style="width: 50px;" type="text" value="0.560"/>									
<b>Lodging</b>	<i>Prepaid hotel receipt or checkout folio attached (required)</i>																
	<i>Per Diem rate exceeded                      See: <a href="#">GSA Per Diem Rates</a>                      and                      <a href="#">UWTravel Lodging Exceptions</a></i>																
	<i>Prior approval is required for exceeding rates, and one of the following exceptions below <b>must</b> apply:</i>																
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Conference hotel **</td> <td style="width: 33%; text-align: center;">Lower cost overall</td> <td style="width: 33%; text-align: center;">Suite required</td> </tr> <tr> <td style="color: red;"><i>**Conference hotel info attached</i></td> <td style="text-align: center;">Special event/disaster</td> <td style="text-align: center;">ADA or safety/health</td> </tr> </table>												Conference hotel **	Lower cost overall	Suite required	<i>**Conference hotel info attached</i>	Special event/disaster	ADA or safety/health
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<b>Meals</b>	<i>RECEIPTS ARE NOT REQUIRED FOR TRAVELERS CLAIMING STANDARD MEAL PER DIEM RATES</i>																
	Were any meals provided by others?    Yes                      No                      See: <a href="#">UWTravel Meals (Per Diem)</a>																
	List Meals: <input style="width: 80%; height: 20px;" type="text"/>																
	<i>Meals cannot be claimed for reimbursement if:</i>																
	<i>(a) provided by the conference; (b) included within lodging price (i.e. BnB); or (c) paid by other attendees. Unsure what the Per Diem rate is? Check this box and fill in the dates below to be claimed</i>																
<i>Reimbursement not to exceed funding limit without Department approval.</i>																	
POINT PERSON USE ONLY	<i>Budget Number:</i>							<i>Task/Option/Project:</i>					<b>Total:</b>				